
MOBILE PHONE AND PERSONAL DEVICE POLICY



Rationale

The increased ownership of mobile phones and personal devices requires that this school and parents take steps to ensure that personal devices are used responsibly and are in line with the Department of Education's (DET) Mobile Phones Policy. This policy is designed to ensure that potential issues can be clearly identified and addressed.

Scoresby Secondary College accepts that parents give or allow their child/ren to have personal devices to protect them from everyday risks involving personal security and safety to and from school.

This policy for personal devices also applies to students during school excursions, camps and extra-curricular activities.

Purpose

To explain to our school community the Department's and Scoresby Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

Scope

This policy applies to:

1. All students at Scoresby Secondary College and,
2. Students' personal devices including mobile phones, smart watches, audio devices brought onto school premises during school hours, including recess and lunchtime.

Definitions

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile phone" refers to mobile phones/smartphones and any device that may connect to or have a similar functionality to a mobile phone.

Personal device includes mobile phones and smart watches (see above) as well as other portable devices such as audio devices such as iPods, MP3 players etc. and audio equipment such as earphones.

iPads, notebooks (laptops, macbooks etc.) and tablets are devices that are allowed in the classroom for educational purposes. Accompanying audio devices are also granted use for educational requirements.

Policy

Scoresby Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Scoresby Secondary College:

- Students who choose to bring mobile phones to school must have them **switched off and securely stored during school hours, including recess and lunchtime**
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's General Office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Scoresby Secondary College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones owned by students at Scoresby Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Scoresby Secondary College does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, Scoresby Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Scoresby Secondary College students are required to store their phones in their **locked** lockers. Padlocks are provided to students (see Fee Payment Information) otherwise students must provide their own padlock (and hand a spare key to their Year Level Coordinator for emergencies).

Enforcement

Students who use their personal mobile phones inappropriately at Scoresby Secondary College will be issued with consequences consistent with our school's existing policies e.g. *Student Wellbeing and Engagement Policy* and *Acceptable Use Agreement: ICT Resources Policy*.

At Scoresby Secondary College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted.

Breaches of this policy will result in disciplinary action which will include confiscation of the mobile phone/device, and for more serious breaches including refusing to handover phone/device when requested, suspension from school.

Consequences for not following policy:

First Offence

- Confiscated by staff member
- Student reminded of the rule and consequences by staff member
- Staff hand device into the General Office, devices is labelled and information is recorded on the Confiscation Register (date, student name and device type) and staff member record incident in Chronicle on Compass
- Labelled device is kept in a secure store until the end of the day where the student can request it's return from the office staff

Second Offence

- Confiscated by staff member
- Student reminded of the rule and consequences by staff member
- Staff hand device into the General Office, devices is labelled and information is recorded on the Confiscation Register (date, student name and device type) and staff member record incident in Chronicle on Compass
- Labelled device is kept in a secure store until the end of the day where the student can request it's return from the office staff
- Parent contacted by Year Level Coordinator
- Parent and student reminded that the third offence will result in the parent having to come and collect the device

Third Offence

- Confiscated by staff member
- Student reminded of the rule and consequences by staff member
- Staff hand device into the General Office, devices is labelled and information is recorded on the Confiscation Register (date, student name and device type) and staff member record incident in Chronicle on Compass
- Labelled device is kept in a secure store in the General Office
- Parent contacted by Year Level Coordinator and arrangements made for them to collect the device from the General Office
- Detention and exclusion for subsequent breaches

During Assessments

- Confiscated by staff member
- Student reminded of the rule and consequences by staff member at the end of the assessment
- Staff hand device into the General Office, devices is labelled and information is recorded on the Confiscation Register (date, student name and device type) and staff member record incident in Chronicle on Compass
- Labelled device is kept in a secure store in the General Office
- Assessment consequence (determined in consultation with teacher, the Head of School and Principal)
- Parent contacted

NB: Students who use mobile phones at **any time** during the school day (without an exception) and/or after being given a clear instruction to hand over the phone refuses this request, may be suspended from school or excluded from class, as determined by the Principal.

Exceptions

Exceptions to the policy:

- can be granted by the Principal, or Principal nominee in consultation with key stakeholders

The three categories of exceptions allowed are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan e.g. student with diabetes using mobile phone to monitor blood sugar
Students who are Young Carers	A localised student record e.g. contact with medical professionals during the school day

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	This will be determined on a case by case basis
Students on excursions	
When students are offsite (not on school grounds) and unsupervised with parental permission	
Students with a dual enrolment or who need to undertake intercampus travel	

How to apply for Exception

Requests for exception need to be in writing addressed to the Principal with supportive evidence prior to approval being granted.

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Scoresby Secondary College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

Exclusions

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school
- iPads and notebooks
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET at another site

Related Policies and Resources

- Acceptable Use Agreement – Digital Technology Resources Policy
- Responsible Digital Citizenship Policy and Guidelines - eSmart
- Mobile Phones – Department Policy
- Ban, Search and Seize Harmful Items
- Personal Goods – Department policy

Review Period

This policy was last updated on November 2019 and is scheduled for review on November 2022.